

ARO'S

Dec 14, 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Report on File Folder Labels for 1962 Files.

1. This year 90 sets of Pressure Sensitive Adhesive Folder Labels were prepared for the subject - numeric files. To eliminate a storage problem this Staff did not attach the labels to folders. Instead labels were sent to the requesting ARO's with instructions for preparing the folders for the 1962 files.

2. Ninety-two sets of labels were distributed to the ARO's in seven offices. These included 4 sets of pre-labeled folders remaining from last year's stock, 86 of the sets of labels prepared by the Typing Pool, and ~~ten~~ ⁴⁵ sets which were prepared from special listings submitted by O/General Counsel and Personnel.

3. We enlisted the aid of [redacted] Supervisor of the Typing Pool, to type up the labels. [redacted] contacted all ARO's and distributed the number of sets requested by each.

4. Two sets remain to fill any additional requests. If more are needed, [redacted] will be glad to have her typists do them.



Attachments:

List of Label Titles
for 1962 folders.
Distribution List.

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